


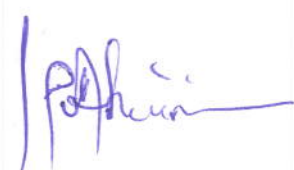
**DEPARTMENT OF HUMAN RESOURCES
SOCIAL SERVICES ADMINISTRATION
311 W. SARATOGA STREET
BALTIMORE MD 21201**

DATE: August 1, 2014

POLICY #: SSA-CW #15-5

TO: Directors, Local Departments of Social Services
Assistant Directors, Services
Chiefs of Foster Care
Fiscal Officers

FROM:  Deborah Ramelmeier, Acting Executive Director
Social Services Administration

Margaret Hughes, Deputy Director
Budget & Finance 

RE: Promoting Safe and Stable Families Program Funds for
Caseworker Visitation with Foster Children

PROGRAMS AFFECTED: Child Welfare Services

ORIGINATING OFFICE: Office of Child Welfare Practice & Policy
Social Services Administration

ACTION REQUIRED OF: Child Welfare Staff and Finance Officers

REQUIRED ACTION: Utilize, Monitor, and Report quarterly use of Promoting
Safe and Stable Families Program Funds for Visitation

ACTION DUE DATE: Immediately

CONTACT PERSON: Helene Hornum, Program Analyst
410-767-7247
helene.hornum@maryland.gov

PURPOSE:

This Policy details the code and usage of Promoting Safe and Stable Families (PSSF) Program caseworker visitation funds. Please refer to information distributed by DHR's Budget office for caseworker visitation allocations.

A plan is required for the caseworker visitation funds that describe how you will spend these funds. Please submit your agency's plan to Helene Hornum, Program Analyst, by **September 4, 2014**. **Failure to submit the plan by the established deadline will result in the total allocation for that local being withheld and redirected by the Social Services Administration to another jurisdiction.**

If one-half of the local department's allocation is not spent by January 2, 2015, any remaining amount will be subject to reallocation to other local departments that are spending their Caseworker Visitation funds. In addition, a local department that fails to submit their quarterly reports will risk reduction and reallocation of their Caseworker Visitation funds to another local department.

BACKGROUND:

Reimbursement for mileage or airfare, hotel accommodations, or meals cannot be charged to caseworker visitation when visiting foster children.

These funds must continue to be used to improve the quality of caseworker visits with an emphasis on improving caseworker decision-making on the safety, permanency, and well-being of foster children and/or on caseworker recruitment, retention, and training.

If local departments propose training for workers, the trainings should be offered on a regional basis. Local departments should also think about their technology needs in order to enhance the quality of visits. For example, these funds could be used to purchase equipment to allow for the video-taping of visits so that the worker's supervisor could assess the visits and help the worker enhance his/her skills.

Again, a plan is required which describes how the jurisdiction proposes to utilize the monies. Please submit your plan by **September 4, 2014**. The plan should be submitted to Helene Hornum, DHR/SSA, 5th Floor, 311 West Saratoga Street, Baltimore, MD 21201.

Charge Codes for PSSF Visitation Funds

PSSF Funds **cannot** be combined with other grants or added to flex fund accounts. The local department is required to maintain separate accounting for its PSSF monthly visitation funds including the amount of funds spent on each service using these PSSF funds. **These funds must**

be spent on specific services and activities related to the new purpose of caseworker visitation funds.

SSA will be closely monitoring the expenditures of each local department at the end of each quarter. As previously stated, if one-half (1/2) of the local department's allocation is not spent by January 2, 2015, the remaining funds may be reallocated to another local department that is spending their Caseworker Visitation funds.

In order to track PSSF funds used for caseworker visitation, please use charge code PCA GC990, Project/Subproject number 0304.91, within the local Child Welfare Services (n00g0003) program.

Use of the funds should be documented on the Promoting Safe and Stable Families Program Quarterly Report (Page 5 of 5). The expenditures reported on the quarterly reports must be reconciled to R*STARS to insure that reported data is consistent. The report is to be submitted to Helene Hornum, Program Analyst, Office of Child Welfare Practice and Policy, Social Services Administration as follows:

SUBMISSION DATES

PERIODS COVERED

October 17, 2014
January 16, 2015
April 17, 2015
July 17, 2015

July 1, 2014 – September 30, 2014
October 1, 2014 - December 31, 2014
January 1, 2015 – March 31, 2015
April 1, 2015 – June 30, 2015

**PROMOTING SAFE AND STABLE FAMILIES PROGRAM
CASEWORKER VISITATION
QUARTERLY PROGRAM REPORT - SFY 2015 FUNDS**

Local Department: _____
 Person Completing Form: _____
 Phone Number: _____
 Report Period: _____

July 1, 2014 – September 30, 2014 _____ October 1, 2014 – December 31, 2014 _____ January 1, 2015 – March 31, 2015 _____
 April 1, 2015 – June 30, 2015 _____

Account Name	Account Number/ Project/Subproject/ Object	Expenditures Current Quarter	Expenditures Y-T-D	Obligated Funds to Date	Please describe services, activities, or purchases made during the quarter. Please be specific. For example, if trainings for workers was offered, please provide type of training and number of workers who attended.
CASEWORKER VISITATION	GC990 0304.91				

Mail or Fax the Report to:

Helene Hornum
 Social Services Administration
 311 W. Saratoga Street, 5th Floor
 Baltimore, MD 21201
 Fax #: 410-333-6556

Allocation _____
 Year-to-Date Expenditures _____
 Remaining Balance _____